



THE CITY OF SAN DIEGO

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Announces an Employment Opportunity



Legislative/Policy Analyst

An Equal Opportunity Employer - Committed to Valuing Diversity



The City of San Diego is accepting resumes for the unclassified position of:

Legislative/Policy Analyst

Salary: \$80,000 - \$120,000; dependent on qualifications and experience

Recruitment: Open to all qualified candidates

Filing Deadline: Open until filled

THE CITY:

With more than 1.2 million people, the City of San Diego is the seventh largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life and world-renowned location make it the ideal place to work, live and play. With its great weather, miles of sandy beaches and major attractions, San Diego is affectionately known worldwide as "America's Finest City".

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2006 operating budget of \$2.37 billion and employs over 11,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov.

THE DEPARTMENT:

In January 2006, the City of San Diego's system of government changed from a City Manager form to a Mayor-Council form. The change, approved by City voters in November 2004 through the passage of Proposition F, established the Mayor as the City's chief executive officer and the Council as the legislative body, providing checks and balances to the Mayor's new authority. In addition to the change in the form of government, Proposition F provided the City Council with the authority to establish an Office of Independent Budget Analyst and to determine the powers of the Office of Independent Budget Analyst and its Director by ordinance. The Office of Independent Budget Analyst was established on January 17, 2006 to provide the City Council with fiscal and policy analysis on pending legislation and serve as an advocate for the Council with the Mayor's Office. The City Council is comprised of eight members nominated and elected by district. There are five City Council Committees: Rules, Open Government and Intergovernmental Relations; Natural Resources and Culture; Public Safety and Neighborhood Services; Land Use and Housing; and, Budget and Finance. Additional information about the Office of Independent Budget Analyst can be obtained on the City's website at www.sandiego.gov/iba/.

Our Mission: "To provide clear, objective and unbiased analysis and advice to the City Council regarding all legislative items bearing a financial impact to the City of San Diego."

THE POSITION:

Under the general direction of the Director/Independent Budget Analyst, the Legislative/Policy Analyst will assist the City Council by conducting formal, comprehensive review and analysis of proposed legislation. This analysis will include: gathering, organizing and analyzing complex data and information; conducting comparative studies; forecasting the effects of proposed legislation; preparing reports related to legislative policy concerns; and, making recommendations to the City Council.

QUALIFICATIONS:

The ideal candidate will possess the following qualifications:

- A commitment to public service;
- An understanding of legislative processes;
- Excellent verbal communication skills with the ability to communicate in a succinct and straightforward manner;
- Excellent written communication skills with the ability to write accurately and clearly to synthesize complex facts, opinions and analyses;
- Objectivity in dealing with controversial issues;
- The ability to balance competing priorities under externally imposed deadlines;
- Strong political acumen to work effectively with other agencies, elected officials and the public; and,
- Strong interpersonal leadership skills, with the ability to successfully interact with a wide variety of stakeholders.

Any combination of education and experience that demonstrates these qualifications may be qualifying. Possession of an advanced degree in law, public policy or a related field and five years of progressively responsible professional experience would be a typical way to demonstrate these qualifications. Applicants who, during the previous eight years, have served on the staff of a City of San Diego Mayor or a City of San Diego Councilmember, or who have been registered lobbyists with the City of San Diego will not be considered.

MANAGEMENT BENEFITS:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan (\$5,575 annual value for Fiscal Year 2006) which offers several optional benefit plans or a taxable cash option, supplemented by the City's Management Benefit Plan (\$3,000 annual value); paid annual leave accruing at 22 days per year for the 1st through the 15th year of service; defined benefit City retirement with CalPERS reciprocity for those with eligible service; and, optional deferred compensation and 401(k) programs. All employees must join the City's Supplemental Pension Savings Plan (in lieu of Social Security participation) with a minimum required contribution of 3.00% of salary (however, the City will match salary contributions up to 6.05%, which vest at 20% per year of participation). Benefits currently offered to employees may be subject to future modifications.

SELECTION PROCESS:

To be considered for this position, please submit three copies of your current resume, a letter of interest highlighting your relevant work experience, and a list of three work related references to: **Judy Stone, Executive Assistant, 202 C Street, Mail Station 3A, San Diego, CA 92101**, in an envelope marked ***CONFIDENTIAL: Legislative/Policy Analyst***, or e-mail to: jstone@saniego.gov.



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Office of Independent
Budget Analyst
202 C Street, MS 3A
San Diego, CA 92101